

AD m. 3

13 SEP 1963

MEMORANDUM FOR: Deputy Director (Science and Technology)

SUBJECT : Longevity Awards Ceremony

1. As you know, 18 September 1963 will be the Agency's sixteenth anniversary. We are planning to hold our third annual Longevity Awards Ceremony on that day. At that ceremony, we will present Certificates to employees who completed either ten or fifteen years of Agency service between 19 September 1962 and 18 September 1963.

2. I hope that you will be able to participate in this ceremony. A representative group of employees will receive their Certificates from Mr. McCone during this ceremony. Another group has been selected to participate as observers. A number of employees who are entitled to Certificates will not be present at this ceremony. We have sent a memorandum to you asking that these employees receive their Certificates at appropriate ceremonies.

3. A place has been reserved for you on the stage, and I would appreciate it if you could be there by 11:50 a.m. on 18 September. If you cannot attend and wish to designate an alternate, would you please advise me or

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Emmett D. Echols  
Director of Personnel

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director (Science and Technology)		
2	3E14, Headquarters		
3	Since Sellen		
4	Wheeler make the		
5	away [redacted] is the		
6	appropriate		
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
<b>Remarks:</b> <p>Of course, the "remaining employees" referred to in paragraph 2 for whom you would arrange appropriate subsidiary ceremonies are only those in your Directorate</p> <p><i>[Handwritten signature: cry]</i> <i>[Handwritten initials: cy]</i></p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Director of Personnel 5E56 [redacted]			SEP 1963
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